

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.304 Position Classification – Classified Positions	

Policy Statement:

All positions, except faculty and other teaching positions and administrative professional (non-teaching) positions, will be evaluated, classified and compensated in accordance with an established Personnel Pay Plan to ensure, insofar as practicable, the concept of "equal pay for equal work" based upon the requirements of each position.

Application of Policy.

Regular Staff

Definitions:

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

- | | |
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| <p>1. The Vice President for Human Resource Services is responsible for developing, implementing, and administering the salary administration plan. The authority and responsibility to conduct position classification surveys, utilize the standing Classification Committee, conduct job audits, and allocate positions to appropriate classifications is vested in the Vice President for Human Resource Services.</p> | <p>Vice President of Human Resources</p> |
| <p>2. Although the primary responsibility for the administration of the position classification program is vested in the Vice President for Human Resource Services, it is also the responsibility of all levels of supervision and management to assist in its administration by recognizing the need for and initiating the necessary actions to effect (a) the establishment of new positions, (b) the abolishment of unneeded or outdated positions, and (c) the reclassification of existing positions because of significant or substantial changes in duties and responsibilities.</p> | <p>All levels of supervision and management</p> |
| <p>3. Establishment of New Positions
 a.) When the need for the establishment of a new position has been determined, the department head should contact the Department of Human Resource Services concerning the establishment of the new position. The</p> | <p>Department Head/Human Resource Services</p> |

requesting department will be provided the appropriate position questionnaire.

- b.) Upon receipt of a completed questionnaire, Human Resource Services will forward the information to the standing Classification Committee for evaluation and scoring. The Classification Committee will in accordance with a schedule established by Human Resource Services. However, a temporary salary grade may be assigned by Human Resource Services when a new or vacant position needs to be filled immediately. The classification determination will be based on an evaluation of the position by the Vice President of Human Resource Services using the applicable job evaluation standards.
- c.) Should the proposed position require the establishment of a class title not in the current Personnel Pay Plan, the Vice President for Human Resource Services/or designated representative will prepare a job description.

4. Reclassification of Existing Positions

Department
Head/Human Resource
Services

- a.) Reclassification of a position is necessary when the position's duties have changed sufficiently to require a change in status. Reclassification may involve a change in title or a change in salary range.
- b.) A request for the reclassification of an existing position will follow the same procedures and will be processed in the same manner as set forth for new positions. In addition, a reclassification may be initiated by the Vice President for Human Resource Services as the result of a classification study or organizational change.
- c.) The incumbent of a reclassified position will be eligible for continued employment in the position provided the incumbent continues to demonstrate the ability to satisfactorily perform the duties for the new class to which the position has been reclassified.
- d.) An incumbent of a reclassified position who does not satisfactorily perform the duties of the new class will be removed from the position and may be eligible for re-employment in a position of the former class

elsewhere.

- e.) An incumbent whose position is reclassified to a class having increased responsibilities or complexity of duties and in a higher salary range, and who is eligible to remain in the position, is considered to have been promoted as a result of the reclassification. The incumbent's compensation upon such reclassification will be in accordance with the policy governing promotions.
- f.) The incumbent of a position reclassified to a class having decreased responsibilities and complexity of duties and in a lower salary range, is considered to have been demoted as a result of the reclassification. The incumbent's compensation upon such reclassification will be in accordance with the policy governing demotions. Such change is not a reflection of the incumbent's job performance.

5. Conduct of Classification Surveys

Department
Head/Human Resource
Services

- a.) When the Vice President for Human Resource Services has determined the need to conduct a position classification survey of an entire department or a major segment thereof, the department head shall be advised in writing at least ten (10) working days in advance of the proposed beginning date of the survey. During the ten-day period, the Vice President for Human Resource Services or designated representative will confer with the department head or his/her designated representative to explain the purpose and scope of the classification survey, and arrange for completion of the appropriate questionnaires.
- b.) The results from the Classification Committee's evaluation will be discussed with the department with respect to accuracy and organizational and budgetary impact before being implemented.

6. Establishment of Trainee Positions

Department
Head/Human Resource
Services

- a.) A trainee position may be established when (a) a diligent recruitment determined the absence of qualified applicants for an entry level job which requires technical or specialized knowledge, techniques, and/or

experience or (b) it is desired to provide promotional opportunities to current employees under an employee development program.

- b.) The establishment of a trainee position requires a written agreement between the department head concerned and the Vice President for Human Resource Services. Such written agreement must include (a) length of the training program which must be for six months, (b) general content of the training program, (c) trainee pay rate, and (d) pay adjustment of the employee to the minimum of the salary range of the job upon successful completion of the training program.

References and Cross References

None

Forms and Tools.

None.

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Effective: 9/1/2006

Revised: